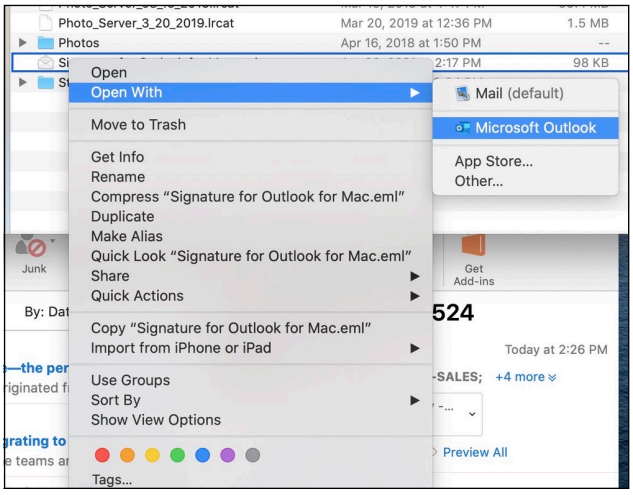
Erickson SENIOR LIVING® | INFORMATION TECHNOLOGY

Mac Users: Create Your Erickson Senior Living Signature in Outlook

Connect and copy the email sample for the Erickson Senior Living signature:

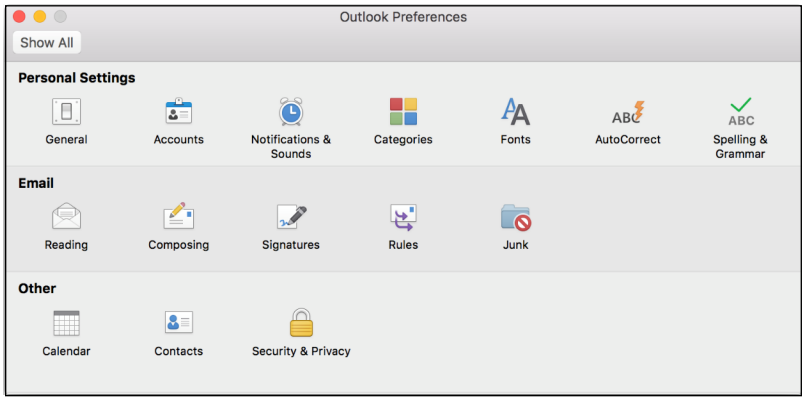
1. Visit this page to download the **Mac Email Signature Outlook File**.
2. Once the downloaded file and open the file with **Microsoft Outlook**.



3. Once the email sample is open, type **Command-A** to select all items and **Command-C** to copy the selected item.

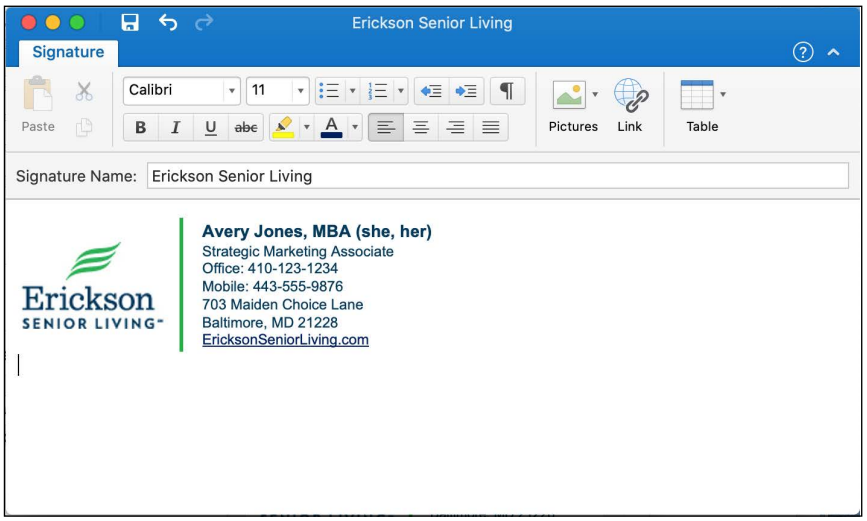
Create your Erickson Senior Living signature:

1. Open **Outlook**.
2. Click the **Outlook** menu, and click **Preferences**.
3. Click **Signatures**.



4. Click the plus (**+**) symbol to create a new signature. This will automatically open the Signature Editor.

5. Under **Signature Name**, rename Untitled to "**Erickson Senior Living**". Delete the null text in the body of the Signature Editor. Paste the previously copied contents by typing **Command-V**.



6. Edit the sample signature with your name, pronoun (optional), credential (optional), title, office number, and mobile number (optional).

7. Click on the **Save** icon to save the newly created signature.
8. Update and select the newly created signature by changing the default signature for **New messages** to "**Erickson Senior Living**".